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## **BYLAWS OF THE HISTORICAL RESOURCES COMMISSION**

### **Article I Membership**

The Commission shall consist of seven members as required pursuant to Reno Municipal Code Section 18.06.104(c) as may be amended or renumbered. Terms of office are controlled by Reno Municipal Code Section 18.06.104(d) as may be amended or renumbered.

### **Article II Meetings**

The Commission shall meet no less than 6 times a year at a time, date, and place determined by the Commission for regular meetings.

Additional meetings may be held at any time upon the call of the Chairperson, by a majority of the voting members, or upon the request of the City Council.

Meetings shall be in compliance with the Nevada Open Meeting Law (NRS Chapter 241).

### **Article III Election of Officers**

The Commission at its first regular meeting in January of each year shall elect a Chairperson and Vice-chairperson from among Commission members. In the event a vacancy should occur in the position of Chairperson or Vice-chairperson, the Commission members shall elect an officer from its members to fill such a vacancy pending the annual election of officers.

### **Article IV Duties and Powers of Officers**

- A. Chairperson (presiding):
  - 1. Preside at all Commission meetings.
  - 2. Call special meetings of the Commission in accordance with the bylaws.
  - 3. Sign Commission documents.
  - 4. See that all Commission actions are properly taken.
  - 5. Notify, in writing, the Reno City Clerk of any resignation or termination of membership.

6. Advise the City Clerk's office, in writing, of changes of address of Historical Resources Commission members.
7. The Chairperson may not make motions, but may second motions and participate in the discussions. He/she shall be an ex officio member of all subcommittees, with voice but no vote.
8. No member may serve more than four (4) full consecutive terms as Chairperson.

B. Vice-Chairperson:

During the absence, disability or disqualification of the Chairperson, the Vice-chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson. In the absence, disability or disqualification of both the Chairperson and the Vice-chairperson, the Commission members shall elect a temporary chairperson from among its members to carry out the duties of the chairperson for that meeting.

C. Recording Secretary

1. The Community Development Department staff shall serve as the Recording Secretary of the Commission.
2. Keep the minutes of all meetings in an appropriate minute book.
3. Give or serve all notices required by law or bylaws.
4. Receive, for the Commission, all applications as required by NRS and City codes.
5. Prepare the agenda and appropriate supporting materials for all meetings of the Commission.
6. Be custodian of Commission records.
7. Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.
8. Handle funds, if any, that are allocated to the Commission in accordance with its directive, the law, and City regulations, and report annually the status of any allocated funds.
9. File all materials required by law in the office of the Community Development Department.

Article V  
Procedural Matters

- A. Quorum: A majority of the members entitled to vote shall constitute a quorum for the transaction of business.

Each member of the Historical Resources Commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Commission shall notify the Community Development Department at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the day prior to the date of the meeting. The Community Development Department staff shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of quorum.

- B. Designation of Voting Order: Voting to be verbal, with the Chairperson voting last.

- C. Reconsideration: Any decision of the Commission may be reconsidered if City Council has not acted upon the decision. A motion to reconsider may be made only by a Commission member who voted with the prevailing side in the previous consideration of the item and must be approved by a majority of a quorum of the Commission before the matter may be rescheduled for reconsideration.

- D. Conflict of Interest: Any member of the Historical Resources Commission who shall feel that he/she has a conflict of interest on any matter that is on the Historical Resources Commission agenda shall voluntarily excuse himself/herself, vacate his/her seat, and refrain from discussing and voting on said items as a member of the Historical Resources Commission.

- E. Resignations:

1. A Commission member who resigns voluntarily shall notify the Chairperson.
2. Resignation of the Chairperson is followed by the Vice-chairperson becoming Chairperson and serving the unexpired term of the vacated office. A new Vice-chairperson shall be elected at the next regular Commission meeting.
3. Automatic Resignation:
  - (a) Three (3) consecutive absences (regular meetings) by a Commission member, whether excused or unexcused, shall result in the "automatic resignation" of that member.

Such "resignation" may be appealed to the Reno City Council. Said appeal shall be initiated by the member and filed with the Reno City Clerk.

(b) "Automatic resignation" also applies if a Commission member is not, or ceases to be a resident of the State of Nevada.

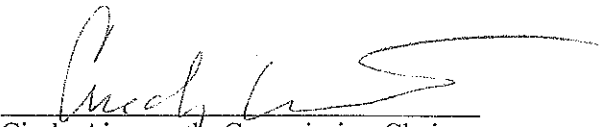
4. Removal of a Commission Member by City Council: Any member of the Historical Resources Commission may be removed from office by a majority vote of the City Council.

F. Press Release: No press release may be made to the news media by the Commission until 24 hours after said release has been delivered, in writing, to the City Manager.

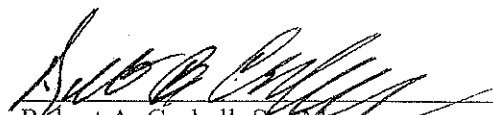
G. Roberts Rules of Order are hereby adopted for the governing of the Commission in all cases not otherwise provided for in these rules.

H. These rules may be amended at any meeting by a vote of the majority of the entire membership of the Commission provided ten (10) days' written notice has been given to each member of the Commission.

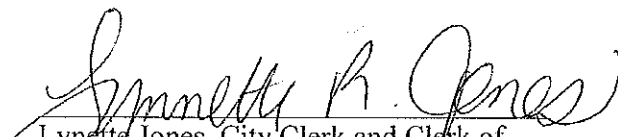
Approved this 19 day of August, 2010.

  
Cindy Ainsworth, Commission Chair

Approved this 8<sup>th</sup> day of September, 2010.

  
Robert A. Cashell, Sr., Mayor

Attestation of Mayor's signature:

  
Lynette Jones, City Clerk and Clerk of  
the City Council of the City of Reno, Nevada.

